



CITY OF ATLANTA

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Kasim Reed
Mayor

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

February 26, 2015

INTERESTED PROPONENT:

**Re: FC-7847, Branded Hamburger Concession - Concourse B at Hartsfield-Jackson
Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact the following personnel for the respective solicitation: Kiondria Walker, Contracting Officer at (404) 330-6654, or via email at kmwalker@atlantaga.gov.

Sincerely,

Adam L. Smith

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Addendum No. 2

**Re: FC-7847, Branded Hamburger Concession - Concourse B at Hartsfield-Jackson Atlanta
International Airport**

February 26, 2015

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This Addendum forms a part of the Request for Proposal and modifies the original solicitation package as noted below and in the attached documents.

**Revises responses provided to question numbers 7, 16, and 39 in Addendum No. 1; and
Revises proposal due date.**

Proposals are due **Wednesday, March 18, 2015**, and should be time stamped no later than 2:00 p.m. EST on this day, and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

NO FURTHER QUESTIONS WILL BE ACCEPTED AT THIS TIME.

*****All other information remains unchanged*****

Addendum No. 2

**Re: FC-7847, Branded Hamburger Concession - Concourse B at Hartsfield-Jackson Atlanta
International Airport**

February 26, 2015

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Acknowledgement of Addendum No. 2

Proponents must sign below and return this form with its proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgement of receipt of this addendum on this ____ day of _____, 2015.

Legal Company Name of Respondent

Signature of Authorized Representative

Title

Date

PROJECT NUMBER FC-7847 – BRANDED HAMBURGER CONCESSION - CONCOURSE B AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT
ADDENDUM #2 - Revised responses to question numbers 7, 16, and 39 provided in Addendum No. 1.

The following questions and/or clarifications were requested by various Proponents:

- 1. Question:** Would it be possible to receive CAD drawings of the two burger spaces in Concourse A & B?

Response: *No. Please see Exhibit A.2 for revised drawings with dimensions, attached to this Addendum No 1.*
- 2. Question:** Please postpone the RFP due date.

a. Bidders do not have enough time to submit a responsive, complete proposal with the time given

b. The City's answers to our questions are pivotal, and the way in which we produce our RFP proposals hinges on your answers. We need at least 30 days after the answers are published to submit our proposals.

Response: *Proposals are due March 5, 2015 at 2pm.*
- 3. Question:** Please provide electronic CAD drawings for the two Branded Hamburger Concession spaces (FC-7845 and FC-7847).

a. Our submittals are dependent on the ability to accurately lay out the concept.

Response: *Refer to response to question #1*
- 4. Question:** How do you define Regional or National Branded Hamburger?

a. What is the minimum number of locations?

b. Does this exclude local brands: Brands that have one or two locations in the Atlanta Metro area?

Response: *National Branded Hamburger is a food and beverage brand with multiple street-side units in two or more of the five specific regions as shown in Exhibit A.3.*

Regional Branded Hamburger is a food and beverage brand with multiple street-side units in multiple states within Southeast region as shown in Exhibit A.3.
- 5. Question:** Please remove the requirement that the proposal is double-spaced typed. This will require a lot more pages, which adds to financial and environmental costs.

Response: *This requirement will remain unchanged.*
- 6. Question:** Does location (FC-7847) currently have:

a. Connection to a current grease trap in compliance with Atlanta Watershed and

Airport Planning & Development Requirements?

b. Natural gas connected at the location?

Response: *Yes, there is a grease trap available to connect into.*

No, there is no natural gas connected on this concourse, concepts will be limited to those that do not require gas connections

- 7. Question:** Will we be required to financially contribute to or reimburse the Prime Tenant for the Concourse B Food Court improvements that were performed prior to this RFP (FC-7847)?

Response: *Yes, the tenant will be required to contribute approximately \$7,600 - \$8,000 per month.*

- 8. Question:** Do Tabs need to be numbered to match numbering in RFP (i.e. 2.1, 2.2, 2.3) or can we use titles of sections per checklist?

Response: *Proponent may use either approach at their discretion.*

- 9. Question:** Should there be an Index in both Volumes or just Volume I?

Response: *Per Section 4.2, Part 2: "Contents of Proposals/Required Submittals," each proposal must contain an index and separate sections for the information requirements set forth in this RFP, as well as for the forms required to be submitted.*

- 10. Question:** Should there be tabs in Volume II since there's just one form per tab?

Response: *Yes.*

- 11. Question:** Should we insert the checklist from page 23? If yes, in Volume I, II or both?

Response: *The checklist is included for Proponent's convenience and may be used to track the preparation and submittal of certain required information with its Proposal. Inclusion in the proposal is not required.*

- 12. Question:** Form 5 is in the A RFP but not in the B. Shall we use the one from the A RFP for both?

Response: *Please see Form 5, Acknowledgment of Insurance and Bonding Requirements, attached to this Addendum No. 1.*

- 13. Question:** Are the forms intended to be the same for Burger A and B? There are slight differences and we are trying to be efficient in preparation.

Response: *Please adhere to the forms set forth in the RFP for FC-7847, Branded Hamburger - Concourse B, and any subsequent addendums.*

- 14. Question:** Exhibit D-2 is not on the checklist. Please confirm that it is not a part of the RFP but completed upon execution of agreement.

Response: *Exhibit D-2, is not a required submittal at the time of proposal submission. The awarded proponent will be required to submit a construction safety and health plan in accordance with the Lease Agreement.*

15. **Question:** Can a CAD drawing of the space be provided?
- Response:** *Refer to response to question #1.*
16. **Question:** Section 3.16 of the Concessions Lease Agreement included with RFP FC 7847 provides for the responsibility of the successful proposer to pay its pro rata share of food court common area maintenance and refurbishment costs. However, there is no provision for the successful proposer to pay its pro rata share of the original food court build out costs (as per prior DOA commitment to ensure the build out costs are fairly shared among food court tenants). Please clarify and confirm that the successful proposer will be required to pay its pro rata share of food court build-out costs, including design and construction expenses.
- Response:** *Yes, the tenant will be required to contribute approximately \$7,600 - \$8,000 per month.*
17. **Question:** Form 5 is missing from RFP FC-7847 Conc B's package.
- Response:** *Please see Form 5, Acknowledgment of Insurance and Bonding Requirements, attached to this Addendum No. 1.*
18. **Question:** The forms cannot be directly typed on unless the City provides a text box in the Adobe file for the requested information. Will the City provide the forms with the text box so they can be completed without a typewriter or handwritten?
- Response:** *No. Proponents may attach additional pages to forms as needed.*
19. **Question:** Please clarify if Regional Hamburger Brands will be considered. If Regional Branded burgers are included please define Regional Branded.
- Response:** *Refer to response to question #4.*
20. **Question:** Please define National Branded.
- Response:** *Refer to response to question #4.*
21. **Question:** 4.6 States that no Proponent or entity comprising Proponent may submit more than one proposal under the same or different names or as part of multiple organizations. Does this mean a company cannot submit as a 49% partner or JV in multiple proposals?
- Response:** *Yes. No Proponent or entity comprising Proponent (including minority partners) may submit more than one proposal under the same or different names or as part of multiple organizations.*
22. **Question:** Do newly formed entities (less than 3 months) have to provide financial statements?
- Response:** *Per Section 3.3.3. of Part 2 of the RFP document, If the Proponent is a newly formed entity or partnership (formed within the last three years), financial disclosures for that entity or partnership must be provided together with full financial disclosure from the entity's or partnership's owners. Financial Disclosure includes a full response to all questions and requests for documentation listed in this Form.*
23. **Question:** Should the first year projections be completed with 6 months of revenue since the

location will not open until later in the year or should it show 12 months of revenues?

Response: *Twelve (12) months' revenues should be included in the first year projections.*

24. Question: Does the Construction Safety & Health Plan need to be included in the proposal?

Response: *Refer to response to question #14.*

25. Question: Is a proposal bond or any fees required to submit a proposal?

Response: *No.*

26. Question: Can a company submit different concepts for both of the Branded Hamburger RFPs? Or do you have to submit the same concept for each of the Branded Hamburger RFPs?

Response: *Different concepts may be proposed.*

27. Question: Please define "direct or indirect Business Relationship" in Question #8 in Form 2

Response: *Proponents are required to provide a full disclosure in response to Form 2.*

28. Question: Reference is made to paragraphs (a) through (h) in the last paragraph on page 35 of Form 2, but the preceding paragraphs are not assigned any letters (a) through (h). Are you referring to the 7 preceding paragraphs?

Response: *Please see the revised Form 2, Contractor Disclosure Form, attached to this Addendum No. 1.*

29. Question: Are proponents required to attach letters from Insurance Company and Bonding Company for Form 5 – Acknowledgement of Insurance and Bonding Requirements?

Response: *No.*

30. Question: 3.3.2 of the Concessions Agreement – Same Store Pricing: If the concept is a National Brand with multiple street store locations – are you allowed to average the street store pricing plus add 10% to set pricing?

Response: *Refer to section 3.3.1 of the draft Lease Agreement regarding calculating Street Plus Ten Percent (10%) Pricing, as referenced in section 3.3.2 of the draft Lease Agreement.*

31. Question: Will you provide the menu for Fly Burger Boutique? B

Response: *No.*

32. **Question:** Will you provide the menu for Boardwalk Burgers? A
- Response:** *No.*
33. **Question:** Will special consideration be given from P&D for this project to ensure the design review process is completed promptly to meet the 180 days store Opening time frame?
- Response:** *The review process will remain the same.*
34. **Question:** Are we required to provide the compostable service ware and consumer facing packaging on day one of Opening Day?
- Response:** *No, The Airport will notify the Concessionaire when compostable service ware and consumer facing packaging will be required.*
35. **Question:** Is the winning proponent required to provide 2 Bonds: Payment and Performance each for the full value of the annual contract as well as a third Payment Bond for construction cost during the build out?
- Response:** *Yes.*
36. **Question:** Can the renderings be submitted on 11" x 17" paper?
- Response:** *Yes.*
37. **Question:** When the Respondent is a newly formed entity (formed within the last 3 years) and an authorized representative is completing and signing the Contractor Disclosure Form, should the questions in A, B and C be answered with respect to the authorized representative?
- Response:** *If the Respondent is a newly formed entity (formed within the last three years), then an authorized representative of that entity must complete and sign this Contractor Disclosure Form where indicated, and each of the members or owners of the entity must also complete and sign separate Contractor Disclosure Form where indicated.*
38. **Question:** Form 5-Acknowledgment of Insurance and Bonding Requirements for Request for Proposal, FC-7847, Branded Hamburger Concession – Concourse B, seems to be missing. Could you please provide it?
- Response:** *Please see Form 5, Acknowledgment of Insurance and Bonding Requirements, attached to this Addendum No. 1.*
39. **Question:** Can you provide an anticipated annual CAM amount?
- Response:** *The Food Court CAM charges applicable to this space are between \$9,400 and \$11,000 per month.*
40. **Question:** What is the timing of the expected Food Court Refurbishment and is there a minimum investment amount required for the refurbishment?

Response: *The Food Court Refurbishment is required in approximately 2019 and could be between \$100-\$200/square feet in public areas.*

41. Question: Is there an existing grease trap that can be tied into for this space?

Response: *Yes.*

42. Question: Due to the shortened time frame to respond to this high revenue generating location, would the City of Atlanta consider extending the February 19th due date?

Response: *Refer to response to question #2.*

43. Question: The Commencement Date is defined as the date in which the successful proposer signs the lease? Or when the space is turned over for construction? Please clarify.

Response: *The Commencement Date is defined in section 2.1 of the draft Lease Agreement.*

44. Question: Will renderings be required for the proposal?

Response: *Yes.*

45. Question: *Will this location be allowed to serve wine, beer, and liquor?*

Response: *No.*

46. Question: Will only National Burger concepts be accepted?

Response: *The concept requested is a National or Regional Branded Hamburger. Please also refer to the response for question #4.*

47. Question: Please confirm no local branded burger concepts based in the Atlanta Metro Area will be accepted.

Response: *A locally Branded Hamburger concept is not acceptable.*

48. Question: 15% rent is stated in the RFP, does that cover all gross sales including alcohol?

Response: *Yes, 15% rent is applicable on all gross sales.*

49. Question: Could you please clarify and list all of the required submittal items need for Appendix A?

Response: *The following are the required submittals from Appendix A:*

- *ACDBE Form -1 City of Atlanta Contract Compliance Certificate*
- *ACDBE Form-2 Subcontractor Contact Form*
- *ACDBE Form-3 Airport Concessions Disadvantaged Business Enterprise Subcontractor Project Plan Subcontractor/Supplier Utilization*
- *ACDBE Form -4 Letter of Intent (Submitted for Each ACDBE firm)*
- *Form 5 First Source Jobs Information Form*

- *Form 6 The Agreement Regarding the use of the First Source Jobs Program by Contractors with the City of Atlanta*

50. **Question:** Will the successful proponent be required to spend the entire amount of the estimated investment submitted in their proposal if it constructed under that submitted amount?
51. **Response:** *Yes.*
- Question:** Will the existing grease trap be a shared cost with the other Concourse B Food Court locations?
- Response:** *Yes.*
52. **Question:** Are there any Common Area Maintenance charges associated with this location?
- Response:** *Yes. Refer to response to question #39.*
53. **Question:** Is there a proposal deposit amount due with this proposal? If so, how much?
- Response:** *No.*
54. **Question:** Will any development of the counter seating across from this location be required or allowed?
- Response:** *No.*
55. **Question:** Where is Form 5 Acknowledgement of Insurance and Bonding located in the RFP document and what is its official title? It is not located with forms 1-10 and there is no document with Form 5 in the title in Exhibit D.
- Response:** *Please see Form 5, Acknowledgment of Insurance and Bonding Requirements, attached to this Addendum No. 1.*
56. **Question:** Sections 1.2.2.4.2 (contraction) and 1.2.2.4.3 (expansion) – RFP leases use the “Commencement Date” square footage (i.e. when the lease is executed) as the basis for determining all later expansions or contractions of premises, and any resulting change to MAG. Can the basis be the actual square footage at a given time?
- Response:** *No, the square footage indicated in the executed Lease Agreement will be the base.*